

# **CORRECTIONAL CASE RECORDS MANAGER**

## **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** September 23 - 25, 2002

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Mary Sue Bautista, Staff Services Manager I  
Personnel Examining Section

**Number of Incumbents:** There are 49 incumbents in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated July 31, 2002.

### **Names of the Subject Matter Expert(s) and their background:**

#### **Leavouia Donaldson, Correctional Case Records Manager, California State Prison, Sacramento (CSP), Sacramento**

Ms. Donaldson has worked for the California Department of Corrections (CDC) for over 21 years. She is currently working at the CSP, Sacramento and has over 11 years experience as a Correctional Case Records Manager.

#### **Sonya Cornejo, Correctional Case Records Administrator, CDC, Headquarters**

Ms. Cornejo has worked for the CDC for over 13 years. She is currently working at CDC, Institutions Division, Case Records Services as a Correctional Case Records Administrator for over 6 years. Prior to that she was a Correctional Case Records Manager in CDC, Paroles for over 3 years.

#### **Linda Hancock, Correctional Case Records Manager, Central California Women's Facility (CCWF)**

Ms. Hancock has worked for the CDC for over 14 years. She is currently working at the CCWF as a Correctional Case Records Manager for over 7 years.

## **CORRECTIONAL CASE RECORDS MANAGER INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification

Other sources were viewed for information (e.g. California Department of Corrections Personnel Operations, Personnel Examining Section History File, State of New Jersey); however, the information was not relevant to the job analysis and therefore not included.